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Security Information9 August 1952
JWS

MEMORANDUM FOR: Chief, Inspection Division

FROM : President, CIA Federal Credit Union

SUBJECT : Security Report on Inspection of CIA Federal Credit Union Offices

1. Reference is made to your memorandum of 6 June 1952 attaching report of Security Inspection of the CIA Federal Credit Union Offices. The report has been carefully reviewed and some of the recommendations as set forth in Section V have been adopted while others it is felt should be discussed in this memorandum as to why they should not and/or cannot at this time be adopted.

2. For reference purposes, the recommendations set forth in the report will be listed in the same order as they appear on the report. Comment and/or action taken relative to each will follow.

RECOMMENDATIONS AND ACTION TAKEN:

a. "On all trips to the bank for transporting funds, two cars be used with armed guards in each, one car to support and protect the car transporting the funds."

It is believed that this recommendation should be adopted on paydays. However, it is not felt that the amount of monies transported on days other than paydays are sufficient to warrant the use of two cars and armed guards.

b. "Different cars with non-Government tags be used on various trips to reduce the possibility of a pattern being formulated on trips to the bank."

This recommendation has been put into effect on days other than payday. However, on payday one of the cars will be a non-Governmental car; the other will be Governmental with Government tags unless Physical Security can furnish another car.

c. "Combinations on the Mosler safe in the "I" Building Office be changed immediately, in view of the fact that former employees of the office have knowledge of the combinations."

Combinations on the subject safe have been changed as of 12 June 1952, and instructions have been given to the Treasurer and Assistant Treasurer of each office to make

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sure that safe combinations are changed promptly when an employee leaves the Credit Union Office.

- d. "A Mosler-type safe be installed in the office at Central Building. This would afford greater protection for the cash and negotiable checks held in the office over the week-end."

Mosler safe installed 1 August 1952.

- e. "A guard be posted outside the office at Central Building on paydays. This would provide protection in the event of a hold-up, and in addition, the guard could monitor the lines of people waiting to enter the office to prevent their obstructing the stairway and the hall."

Arrangements have been made for a guard to be posted outside the office at Central Building.

- f. "At such time as the vault for the Finance Division is constructed, consideration be given to the feasibility of using the vault for the storage of Credit Union funds over week-ends."

Whenever the vault is finished the above recommendation will be given consideration, although at this time the amount of monies on hand during non-business hours do not appear to warrant this additional safeguard.

- g. "Consideration be given to installing automatic alarm systems as previously recommended."

This recommendation was duly considered. However, it is felt that perhaps a less elaborate system than that proposed by ADT which would be less expensive to the Credit Union could be installed. It is the opinion of the Board of Directors of the Credit Union that the results to be obtained did not justify the cost. The same amount of funds invested in robbery and burglary insurance would give far better protection of Credit Union assets than would the ADT alarm system. If a robbery occurred, the funds would be restored. The Credit Union is covered up to \$70,000.00.

3. The security inspection made by your Office and the recommendations made are greatly appreciated. Please advise if the action taken is not completely satisfactory for each recommendation.

E. R. SAUNDERS

ERS:cmw